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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Personnel Operations Division

DATE: 27 July 1962

FROM : Personnel Officer, JOTP

SUBJECT: Annual Report for Period Ending 30 June 1962

1. The JOTP made increased efforts to select and bring aboard as many candidates as possible in order to meet its goals of about 70 candidates per class. This effort was especially intensified during the last half of the report period when all but about 13% of the candidates recommended to it were put into process. This effort produced a class of about 35 in January and one of about 55/60 (estimated now) for July.

2. Although the recruitment effort produced enough candidates to meet requirements for the July Class, especially, the cycle of recruitment, selection and clearance is sufficiently late so that heavy attrition is taken through declinations and postponements by applicants in May and June and we lose many good candidates who cannot wait for our firm offer.

3. This year we have made some improvements in processing which cut a little time in the movement of files and papers. We are considering adding perhaps part time assistance to the staff to cut processing time further, especially in initiation of clearances and correspondence.

4. Salary competition was more severe this year. We noted more instances in which higher salaries paid in industry affected the decisions of candidates to either accept our offer of employment or hold out until we could get processing done and make them a firm offer.

5. Attached are workload statistics for the report period.

New files received	538
Other files received	1350
Temporary Actions	374
Permanent Actions	165
Other Actions	183
Cancelled Actions	314
Decline	123
Reject by JOTP	66
Postpone by Applicant	54
Medical Reject	36
Security Reject	20
MSP Panel Reject	15

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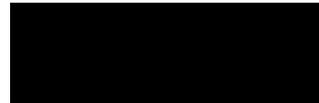
GROUP 1 Excluded from automatic downgrading and declassification

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PEM	325	
PEP and Interview	142	
Tests	35	
Invitees (calls)	412	
POI Interview	483	
TOI Interview	491	
EOD's		25X9A2
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Decline before action	16	
Reject before action	97 *	

*During the last half of Fiscal Year the figures represented about 13% of the new files received for the JOTP.

25X1A9a



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